



Fall 2006 MEAP Coordinator Briefings Questions/Answers

Assessment Administration

- 1. What is the correct procedure to follow if a student moves to another school district within Michigan during the assessment window? Please address what to do if a student completed one section of the testing in our district prior to moving.**
- 2. Students coming to a building in the middle of testing – what do we do? Where do their scores get reported?**

If a student who has taken any portion of an assessment moves from one district to another district within Michigan, the first district should return the partially used answer document for scoring. The second district would administer an entire emergency assessment to this student – at no cost to the district – and return the emergency form for scoring. If there is time remaining in the assessment window for the student to complete other content area assessments, they may use whatever form of the assessment that the school is administering.

If a student moves from one school to another school, within the same district, the building MEAP coordinator could forward the student's partially used answer document and test booklet to the new school. It does not matter if the schools are assigned different forms of the assessment. The student will complete the form of the test started in the original school and the materials be returned for scoring. Again, if there is time remaining in the assessment window for the student to complete other content area assessments, they may use whatever form of the assessment that the school is administering.

Student scores will be reported to the school in which testing was completed.

- 3. Must seniors who transfer in from another state be tested? Must foreign exchange students who are seniors be testing?**

Seniors who transfer from out of state and foreign exchange students should be given the opportunity to test in order to qualify for the Michigan Merit Award. Students that are reported as enrolled in grade 12 in SRSD are not a part of the AYP determination.

- 4. Why would a retained student re-test if in the previous year's testing they received a level 1 or 2?**

A student that was in grade 11 in the spring of 2006 and continues to be classified as enrolled in grade 11 in the spring of 2007 should take the Michigan Merit Examination (MME) because participation for AYP (95% tested) in 2006-07 will be determined strictly based students taking the MME.

- 5. If a student is short on credits and considered a junior in fall of 2006, but is on course to obtain the credits needed to graduate in the spring of 2007, can they take the assessments this fall?**

A student who is expected to graduate in the spring of 2007 should be allowed to test this fall.

- 6. If a teacher administers more than one content area assessment, is one MEAP Security Compliance Form sufficient.**

Yes, the teacher need only complete and sign one form.

- 7. Can students use graph paper in the math portion of the tests?**

No, graph paper may not be used on the MEAP mathematics assessment. No additional paper may be used with any MEAP assessment unless specified as an assessment accommodation. This includes scratch paper, additional paper to write answer for assessment items, or any devices not necessary to the assessment.

- 8. In future years, could manuals please be mailed earlier so schools can plan, etc., in advance?**

Every attempt is made to get the manuals to schools in a timely manner. The MEAP Office will continue to work to have manuals shipped to districts with the first shipment of materials.

- 9. What is the spring 2007 MEAP retest window for seniors?**

March 12 - March 30

- 10. How should a school handle the testing of home-schooled students whose parents would like them tested?**

State law requires school districts to administer the MEAP assessments to those home-schooled students to which to participate. Home-schooled students may be assessed during the same schedule as enrolled students. The "Home Schooled" bubble on the student answer document must be

completed for home-schooled students – for each assessment administered. This will ensure that the home-schooled student's score is not included in the district summary reports. The district will receive reports for the home-schooled student, e.g., parent report, individual student report, etc. We would ask schools to forward these reports to the home-schooled student.

OEAA Secure Site

- 11. Can districts have the Tested Roster on students which MEAP believes districts should test prior to the testing? This way we would be able to compare our district list with what the state expects us to test and then clear-up issues before it gets to the Appeal Process?**

The list of students enrolled for AYP participation (95% tested) is taken from the district's SRSD submission. Rules are applied to prevent counting part-time, shared-time and home-schooled students. The tested roster shows only those students that participate in the MEAP or MI-Access assessment. Note that there are separate tested rosters for MEAP and MI-Access, and that some of the MI-Access assessments will not be administered until the spring cycle. The Department cannot provide a discrepancy analysis during the Tested Roster review because of the timing of the SRSD reporting. However, the new demographics policy is intended to prevent demographic mismatches.

- 12. Is Section 504 a field in SRSD that's uploaded for MEAP purposes?**

This is a field in SRSD, but OEAA does not currently load for MEAP purposes.

- 13. Where in SRSD is homeless information indicated? The presentation indicated this field will be loaded for MEAP from SRSD. Our district does not collect this information in our student record system. Therefore I am unclear how this would get into SRSD for MEAP "update."**

Homeless is reported in field 34 of the SRSD.

- 14. Will the valid field and/or unethical practice fields be part of the tested roster data file this year for districts to verify the accuracy of this?**

The unethical practice data will be available during tested roster and the valid field will only be available during the final reporting after tested roster.

- 15. If we leave the Class/Group ID Sheet blank, can we send a flat file online to update those fields for the kids?**

Yes.

- 16. Have the dates been set for the Tested Roster corrections? If not, when do you anticipate that correction window?**

Tested Roster for MEAP fall 2006 will start as earliest November 16th for those districts that sent their materials back in a timely manner to PEM.

- 17. What if a student is not identified as E.D. or special ed until November 1? Do we have to manually change them back after the SRSD data on November 17th moves them as E.D. even though they were not during testing?**

The new demographics policy pulls the data from the SRSD submission immediately preceding the assessment window. For the fall assessment cycle, the demographics policy will pull from the fall SRSD. Therefore, the demographic data in SRSD should be contemporaneous with the assessment window. Changes in demographic status that are made at the school district level following the fall SRSD submission will not be reported through SRSD until spring.

Accommodations

- 18. If the mathematics directions are read to students with disabilities, are we suppose to mark the "Other" bubble on the answer document?**

Yes.

- 19. Can a teacher take down an oral response for a student? They would write the oral response directly into the answer folder.**

Yes. Students can dictate to a scribe, but the scribe must write the response exactly as the student dictates it. Also, the scribe should make sure they read the directions for scribes in the accommodations section of the MEAP Assessment Administrator Manual.

- 20. Are schools responsible for telling MEAP who takes MI-Access instead? Do students who take MI-Access instead of MEAP hurt us for AYP?**

If the District MEAP and MI-Access Coordinators are not the same person, the OEAA strongly encourages the two coordinators collaborate and communicate with each other to ensure all of the district's students with an IEP are assessed the appropriate state assessments. This communication becomes very important for the school and district accountability for NCLB and Ed YES!

Students taking MEAP and MI-Access are counted for participation (95% tested) for AYP. There is no limit on the number of students that may take MI-Access. The number of students in the district counted as proficient using MI-Access is limited to no more than 1% of district enrollment in tested grades. Therefore, some MI-Access proficient scores may be suppressed for AYP purposes.

- 21. Do students using Braille or large print need to be administered one-to-one?**

A Braille or enlarged print assessment booklet is the same as a regular assessment booklet, just using a different format. If the student does not also require an audio version be used along with the Braille or enlarged print booklet, the student does not have to have the assessment administered one-on-one. However, if the student is also using an audio version with one of these accommodated formats the student would need to have his/her own audio version with a headset.

- 22. When the MEAP Administration Manual says that Audio versions "must be administered to each student individually" does that mean that more than one student can be in the same room with the test administrator as long as they have their own headset and counter where the audio will not disturb other students? --- or do they have to be alone in the room with the test administrator?**

You can have as many students in one room that you want as long as they all have their own CD/cassette player and their own headset.

- 23. How would you best accommodate a legally blind student that cannot read Braille?**

The first question to ask is what accommodation(s) is being used for instruction for this student. If the student has a reader, then the student would most likely use a reader for the MEAP mathematics, science and/or social studies assessments. If the student uses an audio CD or cassette during instruction there are audio versions of these MEAP assessments that could be used. The student would need assistance with operating either the CD player or cassette player, unless the student.

*The second question you should ask is what assessment accommodation(s) are **in** the student's IEP? The Individuals with Disabilities Education Act (IDEA) gives the authority of making assessment decisions, including accommodations, to the student's IEP Team. The assessment accommodations **must** be documented in the student's IEP in order to use them for MEAP or MI-Access assessments.*

Accountability

- 24. What is the number for a subgroup? How many students are needed at a grade level to make-up a subgroup?**

The minimum subgroup size is 30 students across the tested grades at a school, not 30 per grade. This applies across the district by grade range for the district AYP determination. For example, in a K-6 school, the tested grades are 3, 4, 5, and 6. Assume there are 10 Economically Disadvantaged

students in each grade. Since the subgroup size is 30 students across the tested grades and this example has 40 ED students, a subgroup has formed.

- 25. Will transferring students (from district to district) get a 'progress' score?**

If the student's Unique Identification Code (UIC) can be matched to the previous year results, they will receive a progress report.

Shipment and Return of Materials

- 26. If a district is returning all schools' materials, must each school have its own box or can multiple schools be boxed together by subject?**

If they have insufficient boxes they can box subjects together but do not mix schools.

- 27. The outside of boxes did not contain name of school – there are eleven in our district. Some packing slips did not contain box numbers. Boxes contained multiple schools. Please advise how to remedy this for future cycles.**

The individual packing list indicates the box number(s) and what is contained in each box. If a district/school is small, one box could contain more than one school. PEM will in the future provide the school name on the outbound shipping label. The District box contains a pallet detailed sheet that breaks down the boxes per school. A new packing list can be created through shipment tracking page.

- 28. If there are six elementary building in the district, should we return answer materials by grade for all combined or by grade and school?**

Headers are required for each grade subject combination. They can NOT be photocopied because they are a scannable document. If you do not have enough they can be ordered via OEAA Secure Site under the Orders tab.

- 29. We received a box of 5th grade material. Our school is 6-8. Do I return it? When?**

If this material does not belong to your district, please return it with the other unused secure materials.